



Notes from the Director

No. 55

3 July 1980

IN-HOUSE NEWS CONFERENCE FOR AGENCY EMPLOYEES

For some time we have recognized a growing need to provide you with timely information concerning CIA and intelligence issues that appear in the news media. Although the Agency often provides unclassified information to newsmen, that same information is not always readily available to employees. Consequently employees are often dependent on the news media's interpretation of topical or controversial issues which sometimes do not accurately portray the Agency's position.

In an effort to resolve this problem, the Office of Public Affairs will initiate a weekly in-house "news conference" for employees. Topical news items will be discussed and questions answered. These are not designed to make everyone a press spokesman—that is still the job of the Director of Public Affairs. They are designed to let you know what's going on and provide you with the same information we are giving to newsmen. The conferences will be held every Tuesday from 1230 to 1300 hours in the auditorium beginning 8 July.

RECRUITMENT OF CAREER TRAINEES

Last year when I reported to you on the Agency's progress in locating, selecting and training Career Trainees (CTs), I indicated that, while our selection criteria remain high, we are nevertheless succeeding in recruiting CTs who clearly meet those high standards. We have subsequently made important progress in minority and female recruitment. Since April 1979, ☐ minority and ☐ female candidates have been accepted into the Program. The percentage of CTs with foreign language skills is also on the upswing, the majority having competence in at least one foreign language.

I commend those of you who have encouraged qualified individuals from outside the Agency to apply for the CT Program. As you know, the Program is also open to Agency employees regardless of Career Service designation. While the majority of applicants currently are admitted with the prospect of a career in the Directorate of Operations, candidates are also being considered for eventual assignment to other Directorates. I urge any Agency employee who may be qualified and is interested in the CT Program to contact your Personnel Officer of the Career Training Staff, OTR, on Extension ☐ for further information.

RECURRING PERSONNEL CONCERNS

In my recent meeting with Agency employees from grades GS-10 to GS-13, I agreed to provide a more comprehensive answer to several of the many excellent

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questions which were asked. I hope that the following will clarify the issues which were addressed.

Lengthened Time-in-Grade

One questioner indicated that time-in-grade was getting longer between promotions. A careful look at the statistics on the actual length of time employees were in grade prior to being promoted does not bear this perception out. Over the last four years, time-in-grade has remained relatively steady for grades 10 and 13, has declined somewhat for grade 11 and has followed a more zigzag course for grade 12, although there is no upward trend. As you know, the most important variable for time-in-grade is the promotion rate. When the promotion rate increases, the time-in-grade tends to drop. Encouragingly, our Fiscal Year 1980 projections are for higher promotion rates. Thus, I expect time-in-grade will shorten slightly.

Single-Grade Versus Two-Grade Promotions

A change in policy to a two-grade promotion system for professional employees in grades GS-07 and GS-09, similar to that offered in the Federal service, is a subject frequently raised. It was last studied in the Agency in 1977. This April, the Office of Policy, Planning, and Management began a new study of this issue. Although the results of this study concluded that the present well-established single-grade system has served the Agency well by balancing promotions against headroom, and it is reasonably well accepted by employees, there may be advantages to changing to a two-grade system. Therefore, modeling is being done using a computerized personnel data base to project the five-year impact of such a change on promotion rates, costs and individuals' career progressions. This review will be completed shortly, and I will report the results to you.

Use of Rehired Annuitants

Although the Agency maintains a tightly-controlled program with respect to the use of rehired annuitants, last year there was an increase in their use. This represents an effort to temporarily replace Agency personnel who had recently retired and to satisfy other requirements. In particular, the Agency has relied on annuitants to augment FOIA efforts and fulfill certain emergency task force requirements. During the coming year there may also be requirements for the services of annuitants. Most of them serve for limited periods of time as independent contractors, receiving only a fee for their services. They do not hold a GS grade, nor occupy Agency positions, nor in any way restrict the career progression of on-board employees. Rather, these retirees represent a unique reservoir of experience to meet requirements which cannot be fully satisfied with other resources. The use of rehired annuitants is in each case authorized only to meet a specific need.

Selection for Assignments

I have reviewed the process for selecting employees for assignments and notification of the reasons for selection or non-selection. I am satisfied that appropriate mechanisms exist which are equitable both to employees and to the needs of the Agency.

The Agency-wide *Uniform Precepts for Personnel Evaluation Boards and Panels* require at least an annual review of all employees for "value to the Agency." Included in this review are employee and Agency reassignment needs. Employees can declare an interest in reassignment through career counseling sessions, written preferences to boards or panels, or the formal application to a vacancy notice. Our Career Services project the Agency's reassignment needs. They also provide Career Development Profiles for employees which indicate career progressions and requisite skills and experiences needed for progression.

The large number of annual reassignments makes it difficult to contact individually each candidate not selected to inform him or her of the reasons for non-selection. However, applicants who formally respond to vacancy notices are informed of the reasons for non-selection. In addition, the Precepts require the use of worksheets to record board and panel deliberations. Employees can request career counseling based upon these worksheets to gain insights as to what they need to do to increase their opportunities for reassignment and further career progression.

A *Personnel Management Handbook* is now being developed which will cover this subject and other Agency-wide personnel policies in detail.

A handwritten signature in dark ink, appearing to read "Stansfield Turner", is positioned above the printed name and title.

STANSFIELD TURNER
Director